

Property Committee Minutes

October 17th, 2013 8:30 A.M.

Call to order by Chairman Allen at 8:33 a.m. The meeting was properly noticed.

Roll Call: Allen, James and Miller. Excused: Djumadi and Kotlowski. Also present: Cable, Hamman, Nicole Mrzena and Phillippi.

Motioned by James/Miller to approve the agenda. Motion carried by unanimous voice vote. Motioned by Miller/James to approve September 19 & 30, 2013. Motion carried by unanimous voice vote.

Item #6 Open and/or act on bids for tax foreclosure property. An information sheet was handed to Committee regarding 2 tax deed parcels that are currently unsellable as is - one is located in the Town of Rome and one in the City of Adams. The Rome property is split in two by a roadway and has specials fees attached to the property that would be ongoing to be paid by the County. An inquiry to the entities show they would not be exempt. Possible options were noted, to be discussed at a later time. The City property was found to have been condemned in 2011. Further information is being gathered for future process.

Item #7 Discuss letter for Gary Voboril revoking termination. Cable was impressed by Voboril's professionalism in continuing to complete the tasks in his contract. He remains focused and is communicating consistency. What's needed: concern vastness sanitary cleaning consistent basis. Level of sanitary – medical services, level of public coming in. James walked thru the building and saw no issues, not seeing the same descriptions of rooms as what Cable's been reporting. Cable reported lifting toilet seats early in the morning from cleaning the previous night and concerns related to the sanitary side of things. She is not doing specific inspections; however, there is dust on top of fire extinguishers/hand towel containers. She believes there is a role for Voboril to continue to provide a service in the building but there is another need, which is deeper cleaning once per week. Miller stated that he did not see the filth, as was described. He saw some dust maybe, but the areas were clean. He did not see the building as being unclean. James had concerns regarding the length of time Price/Wimmer ran the department and hadn't brought these concerns forward. The past few months have not been an issue. There is a difference between germs/live bacteria and clean/sanitary. Cable stated that their contract belongs to property. Cable will continue to work with Voboril/Hamman. They will have conversations about this in the future. Cable was very specific about the time of her checks. James would like a timeline of her checks. Hamman explained that the courthouse uses the same sanitization products that Voboril uses. The committee is in consensus and will continue with Voboril's contract until December 31, 2013. Direction from the committee is for Voboril to work through Hamman on future items.

Item #8 Discuss timeline of events related to Voboril cleaning contract.

- June 17, 2013
- June 18, 2013 – closed session
- July 2, 2013 – closed session to reinstate contract with addendum for 90 days
- July 11, 2013 – addendum approved and executed
- August 13, 2013 – update
- August 23, 2013 – update
- September 19, 2013 – No revoking letter yet/update

Item #9 Discuss and/or act on (fairgrounds) Roof repair quotes. Have not received any quotes. Left phone messages, waiting for return calls.

Item #10 Update on warranty items for Health & Human Services project. Milwaukee Stove will be coming next Wednesday to replace the thermostats. The current problem is that they are not switching

from cooling to heating; they may not be programmed right. Hamman and Brian met and looked at the insulation problem. The job superintendent will be back to vacuum and put insulation back in place. Cable talked about the security system's current condition. TECC Security is not working, it is 15 years old and not able to be repaired. She is in the process of getting a new quote and will take it to her committee. She is looking into different options, possibly a key swipe to get in/out. Since they are not receiving any alerts, the medical supplies in the building are not safe.

Item #11 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. There were none.

Item #12 Discuss and/or act on roof report of Health & Human Services Building. To be placed on next month's agenda.

Item #13 Discuss and/or act on infrared imaging to identify hot spots in roofs. Motioned by James/Miller to approve infrared imaging contract for Health & Human Services roof for \$3,000 - \$4,000. Motion carried by unanimous voice vote.

Item #14 Discuss and/or act on August 23, 2013 Building grounds part-time position. Motioned by James/Miller to formally approve part-time job description for building grounds. Motion carried by unanimous voice vote.

Item #15 Update on Safety Security meeting. None. To be placed on next month's agenda.

Item #17 Update on maintenance items. Hamman said that the field drain was replaced in 2nd floor mezzanine mechanical room in LEC. EGS Stone Works is waiting on for product so they can start the roof top cap replacement on the Courthouse Annex. Genrich and Hamman flagged and mapped the lawn irrigation system; at the Community Center the sidewalk will go over a section of the system will have to eliminate two heads and cap a line. Advance Janitor Service cleaned the carpets and waxed the floors. The locking mechanism in the handicap door has been fixed. Inspection of the Health & Human Services building is satisfactory.

Items on next agenda:

Discuss Airport Manager's Quarterly Report;

Discuss and/or act on TECC Security System options;

Discuss and/or act on Voboril Cleaning contract language for 2014;

Discuss and/or act on (fairgrounds) Roof repair quotes.

Next meeting date: November 1, 2013 at 8:30 a.m.

Item #16 Tour of storage facility.

Motioned by James/Miller to recess the meeting at 9:25 a.m. to take a tour of the storage facility. Motion carried by unanimous voice vote. Motioned by James/Miller to adjourn at 10:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved.